



**DEPARTMENT OF THE NAVY**  
**NAVY PERSONNEL COMMAND**  
**5720 INTEGRITY DRIVE**  
**MILLINGTON TN 38055-0000**

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From: Commander, Navy Personnel Command (PERS-68)  
To: Distribution

Subj: POLICY ON PRISONER TRANSFER DOCUMENTS, REPORT OF  
INVESTIGATION (ROI)

Ref: (a) DODI 1325.7, 17 Jul 01  
(b) SECNAVINST 1640.9B, 2 Dec 96

1. Purpose. To provide supplemental guidance regarding documents required for transfer of a prisoner, specifically, the Report of Investigation (ROI).

2. Background

a. Article of 6.2.1.2. of reference (a) requires commands to ensure a copy of the ROI accompanies the prisoner upon transfer. Historically, obtaining the "full" ROI for post-trial naval prisoners from the Naval Criminal Investigative Service (NCIS) has resulted in processing delay and the "full" ROI in many cases is lengthy and difficult to manage and transport.

b. NAVPERSCOM (PERS-68) has coordinated among parties (U.S. Army Corrections (U.S. Disciplinary Barracks), Marine Corps Corrections (PSL Corrections), and NCIS) to accept a summarized version of the ROI, hereafter referred to as a "ROI Close".

3. Policy


a. When a ROI Close is not provided upon initial confinement, Navy shore brigs and pretrial confinement facilities shall coordinate with the local NCIS field office to obtain a ROI Close on each post-trial naval member. Where transfer of a naval member is required, transfer documents shall include the ROI Close.

b. In those cases where additional information is deemed necessary, military confinement facilities shall directly contact Headquarters NCIS (Records Manager, (202) 433-9505/9520) for the information. Per coordination between parties, NCIS has agreed to not blackout victim information such as name, date of

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birth, sex, etc. on the ROI. This type of information is  
important with violent, and child victim and sex offense cases.

4. Point of contact is Mr. Tim Purcell, PERS-68B, at DSN 882-  
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for: W. E. PECK  
By direction

Distribution:

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All Navy shore brigs and PCFs

NCIS (Code 11C1)

HQDA (G3/AOC)

Commandant USDB

CMC HQMC (PSL Corrections)